

**VACANCY ANNOUNCEMENT NUMBER:** 02-007

**POSITION (Title, Series, Grade):** Management Analyst, GS-343-07

**SALARY:** \$31,397 - \$40,818 Per Annum

**PROMOTION POTENTIAL:** GS-13

**NUMBER OF POSITIONS TO BE FILLED:** 1

**OPENING DATE:** 05/13/02

**CLOSING DATE:** 05/31/02

**TRAVEL REQUIRED:** None

**AREA OF CONSIDERATION:** OUTSTANDING SCHOLARS NATIONWIDE and ICTAP candidates in the local commuting area.

**APPOINTMENT:** Permanent

**WORK SCHEDULE:** Full Time

**DUTY LOCATION:** Washington, DC

**FOR MORE INFORMATION CONTACT:** Richard L. Woods at 202-208-8000, Ext. 1226

**SPECIAL CONDITIONS AFFECTING THIS ANNOUNCEMENT:** Relocation expenses will not be paid. ICTAP eligibles may apply for a special selection priority for this position. To be well-qualified and receive selection priority for this vacancy, eligible displaced and surplus Federal employees must meet the Outstanding Scholar qualifications criteria. Outstanding Scholars cannot be appointed until they have actually become "college graduates."

**MAJOR DUTIES:**

This position is located in the Office of Government Relations and Special Projects, U.S. Office of Government Ethics. The incumbent reports administratively to the Deputy Director for Government Relations and Special Projects. The position is a primary resource in the Office's efforts regarding international technical assistance in the fields of ethics and anti-corruption, as well as the Office's efforts regarding congressional relations and special projects. The incumbent works closely with the Intergovernmental Projects Coordinator, the Congressional Liaison Officer, and the Deputy Director for Government Relations and Special Projects. Duties include:

planning and coordinating extensive ethics briefings for large, diverse groups of international visitors; assisting in planning and developing OGE's international technical assistance programs; assisting in coordinating OGE responses to requests for information from outside entities regarding international ethics and anti-corruption matters; tracking proposed legislation, congressional testimony, and legislative inquiries that impact subject areas under OGE's jurisdiction; and assisting in special projects OGE undertakes at the request of OGE's Director.

### **QUALIFICATION REQUIREMENTS:**

Candidates must possess a baccalaureate degree from an accredited college and must have maintained a grade-point average of 3.5 or better on a 4.0 scale for all undergraduate course work, or have graduated in the upper ten percent of their class or major university subdivision.

### **METHOD FOR EVALUATING CANDIDATES:**

Applicants will be evaluated on the basis of the quality and extent of their total accomplishments, experience, education, and GPA.

### **HOW TO APPLY:**

1. You may apply using a résumé, the Optional Application for Federal Employment (OF-612), or any other application you choose, including an SF-171, Application for Federal Employment. If you choose to use an SF-171, do not answer questions 38-47. Job finalists will be asked to complete an Optional Form 306, Declaration for Federal Employment, to determine their suitability for Federal employment and to authorize a background investigation. If you decide to submit any format other than the OF-612 or SF-171, the following information must be included:

- **JOB INFORMATION** - Announcement number, and title and grade of the position for which you are applying.
- **PERSONAL INFORMATION** - Full name, mailing address (with ZIP Code), day and evening phone numbers (with area codes), social security number, and country of citizenship (most Federal jobs require United State citizenship), veteran's preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status), highest Federal civilian grade held (give job series and dates held).
- **EDUCATION** - High school(s)--name, city, and state (ZIP Code), date of diploma or GED; colleges and universities--name, city, and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours).

- **WORK EXPERIENCE** - Give the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS** - Job-related training courses (title and year). Job-related skills--for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments--for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (give dates but do not send documents unless requested).

2. Applicants must submit a college transcript that reflects all undergraduate courses and grades received. Unofficial student copies of transcripts are acceptable at the time of application. However, the official transcript must be provided before final selection can be made. If you have graduated in the upper ten percent of your class or major university subdivision and are using this as the basis for qualification under the Outstanding Scholar Program, please provide proof at the time of application.

3. Applicants applying for a selection priority under ICTAP must provide proof of eligibility by submitting RIF separation notice; SF-50, Notification of Personnel Action, showing separation as a result of RIF; or other official agency notification.

4. Males over the age of 18 born after December 31, 1959, must indicate on their application that they have registered with the Selective Service System (or have an exception) to be eligible for a Federal job.

5. Current and former Federal employees must submit a copy of their most recent official performance appraisal and their most recent SF-50, Notice of Personnel Action.

6. To claim 5-point veteran's preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veteran's preference, attach an SF-15, Application for 10-Point Veteran's Preference, and the proof that form requires.

**Send applications to:** U.S. Office of Government Ethics, ATTN: Richard L. Woods, 1201 New York Avenue, NW, Suite 500, Washington, DC 20005-3917. Please indicate the announcement number on the application materials as well as the envelope. Applications must be post-marked by closing date of vacancy announcement (5/31/02). Applications sent at Government's expense will not receive consideration.

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The U.S. Office of Government Ethics is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, handicap, or any other non-merit factor.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify the agency. The decision granting reasonable accommodation will be on a case-by-case basis.